

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

October 28, 2010

PRESENT: Keith Pamperin, Pat Finder-Stone, Bill Clancy, Libbie Miller, Grace Aanonsen, Tom Diedrick, Steve Daniels,

EXCUSED: Donajane Brasch, Judy Parrish, Pat Cochran

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Debra Bowers, Devon Christianson, John Holzer, Denise Misovec, Jane Smith, Kay Tupala

PLEDGE OF ALLEGIANCE.

Chairperson Diedrick called the meeting to order at 8:30 a.m.

INTRODUCTIONS: Introductions were made by Board Members and those present.

ADOPTION OF AGENDA: A motion was made by Ms. Miller and seconded by Ms. Finder-Stone to adopt the October 28, 2010 agenda. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF September 23, 2010:

Mr. Pamperin moved and Ms. Miller seconded to approve the minutes of the regular meeting of September 23, 2010.

UPDATE ON FALLS PREVENTION ACTIVITIES: Dr. Donarski presented a brief update on the progress of Falls Prevention Programs. He noted that the two major risk factors with falls are medications and vision. These Falls Programs are 6-7 week programs with 7-10 hours of in-home assessment. When the *Stepping On* and *Living Well with Chronic Conditions* Workshops began in 2006 we were serving 12 clients and today we are serving 236 clients.

Dr. Donarski went on to explain that the ADRC's Falls Prevention Programs also partners with Northeastern Wisconsin Technical College (NWTC) and their *Keep Stepping Program*. He introduced Kay Tupala, the Dean of Health Sciences at NWTC, who distributed a brochure on the *Keep Stepping Program*. She noted that this is a program created to meet the needs of adults aged 60 and older through physical activity, health promotion, and educational activities. This is a one-on-one interaction between student and client offering students the opportunity to practice their assessment skills along with introducing the *Med Management Program* to clients. The *Med Management Program* is for those clients who are 60 years of age or over, on 4 or more medications, and have a history of falls or a fear of falls. Under the *Med Management Program* the student will do an in-home assessment, work closely with Jeff Kirchner, RPH/Owner of Streu's Pharmacy, and even get the provider involved if necessary. Communication with the physician is a significant part of the *Med Management Program*.

Ms. Archambault emphasized that this community oriented project will allow data to be collected and will fall in the category of a research based project. The State did receive a grant for the Wisconsin Institute of Health and Aging and Ms. Michaels is working with Dr. Mahoney to ensure that these programs are evidence based. There are many grants involved with this but the funding process is very complicated and there are many guidelines as to how we can spend these dollars. Therefore, we must look at all the requirements and develop a program that will allow for implementation. The long range goal is to have the pharmacy component of this purchased by insurance companies. Ms. Archambault noted that we have a wonderful collaboration with NWTC and now we need to figure out how we can participate in the bigger picture to capture these dollars.

FINANCIAL REPORT:

A. APPROVAL OF THE SEPTEMBER 2010 FINANCE REPORT: Ms. Archambault noted that the budget is on target. There were 3 pay days in October which will even out the Salary

Expense. Under the Benefit Specialist Part -D Grant we received \$15,000 more in revenues during the year and are spending those revenues. More funds were transferred into Falls Prevention Programs during the year and we are also spending those dollars.

The Revenue Report indicates overages in Medical Assistance Claiming and Benefit Specialist MA as we are taking in more revenue dollars than budgeted for. Ms. Bowers, ADRC Accountant, noted that the Revenue Report reflects an error in the formula for Project Income: Nutrition. She distributed a sheet with Meal Program corrections indicating the positive budget impact in Food Costs to be \$19,476. Ms. Archambault added that she and Ms. Bowers are working on a report that will explain financial overages in a more "easy-read" format.

Ms. Archambault informed board members that she had attended the Brown County Human Services Committee Budget Meeting last evening and they approved the ADRC Budget and our additional positions. She stressed that it was a very positive meeting with strong support for the ADRC. Our budget will go on to the County Board for approval on November 8th.

Mr. Pamperin moved and Sup. Clancy seconded to approve the September 2010 Finance Report. **MOTION CARRIED.**

B REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the donation of \$275 in memory of Luella Van Ess for agency use.

Mr. Pamperin moved and Ms. Finder-Stone seconded to approve the Restricted Donations. **MOTION CARRIED.**

C REQUEST FOR INCREASE IN FALLS PREVENTION: Ms. Archambault explained that Ms. Michaels, Prevention Programs Coordinator, has been spending a lot of her time working on funding issues and making phone calls inquiring about grants for the Fall Prevention Programs. We now have an opportunity to take on a volunteer through the AmeriCorp Connects Program at a cost of \$4,250 for 675 hours over an 8-10 month period. With Ms. Michael's time at a premium and having additional MA Claiming Dollars, as well as Personnel Account Dollars, Ms. Archambault requested board approval to allocate \$2,000 to the Falls Prevention Program.

Ms. Finder-Stone moved and Ms. Miller seconded to approve the allocation of a \$2,000 increase to the Falls Prevention Program. **MOTION CARRIED.**

REPORT FROM FACILITIES/PROGRAM COORDINATOR: Mr. Holzer began his report by explaining that his job duties as Facilities/Placement Coordinator of the ADRC include managing and supervising the facility maintenance and custodial staff, coordinating recruitment/placement of work experience programs' candidates, and coordinating the placement of court ordered community service individuals for the Department of Corrections and the Court System. Mr. Holzer gave a brief overview of:

The progress made in 2010 includes:

- **Loan Closet** – The loan closet of adaptive aides is partially funded with \$4,000 from this year's budget, by a few hundred dollars of donations by customers, and donated items by the West Side Lion's Club and individuals. Over the past 12 months we have added about 500 numbered items and about 100 unnumbered items. At present our closet has about 1525 numbered items, items we would like returned, and is operated on a donation basis.
- **Energy Use Reduction Work** to include switches, timers, settings and bulbs, atrium window tinting including sealing and replacing one window, roof drain completed successfully, remodeling of 7 office spaces, expansion of the front reception area, moving of the copy room and the staff break room.

- **Community Service** - We have taken in \$3,500 in fees and donations in lieu of community service for 2010 so far. This number is down about 30%. The 2010 recession has kept referrals to approximately 200 active people each month. With the inability to pay fines and the lack of jobs, the court system is having them turn to volunteer work. The ADRC, Home Bound Meals, Pulaski Senior Center and Curative West Adult Day Care receive over 1000 hours of help each year.
- **Employment Programs** - The ADRC relies on employment programs including the Senior Service Worker Program, the Wisconsin Senior Employment Program, The Department of Vocational Rehabilitation and Community Correction Employment Program, and the Senior Service workers Program. Workers from these programs are employed at the ADRC, Home Bound Meals, and the Pulaski and Denmark Senior Centers.

Projects still in progress for 2010 include:

- **Solar Electric Generation** - The request for a design engineer and to WPS will be going out this week. There may be an unexpected need for \$10,000 for engineering as the county's building engineer has left for other employment. The \$130,000 estimated cost + \$10,000 estimated engineering cost brings the total to \$140,000. We would need \$35,000 of Focus on Energy and \$35,000 of WPS rebates along with the \$60,000 approved by our board to give us the \$140,000 needed. The Focus on Energy and WPS applications will be going out on Friday.
- **Delivery of the furnishings** for the new office spaces and remodeled areas are expected on November 2nd. Signs and emergency response buttons are still on the list of things to be done. A Decorating Committee has been generating ideas to improve the building's appearance and accessibility for customers.

Projects we would like to address in the future:

- **Focusing on energy** we would like to finish the Solar Electric and Heating/Air Conditioning Digital Control
- **Improve the hallway access** to room 135-B
- **Work with the Decorating Committee** to make our site more welcoming and accessible to the public
- **Work with the bus transportation folks** on a new bus shelter outside our building. Mr. Holzer noted that they will be bringing the old shelter back until the new shelter is ready for installation.

RESOLUTION FOR ADRC GOVERNING BOARD REQUIREMENTS: Ms. Archambault reported that the resolution supporting the amendment to change the board composition of the Aging and Disability Resource Center of Brown County to meet state requirements for Joint Aging Unit and Aging and Disability Resource Center Boards was approved last evening by the Human Services Committee. From here it will go on to the County Board for approval.

Ms. Archambault noted that Ms. Cochran has declined reappointed to the ADRC Board of Directors and she is also looking for a representative from the Oneida Nation. Sup. Clancy, Ms. Finder-Stone and Mr. Daniels have agreed to serve another term and she will forward that information on to the County Executive.

ADRC UPDATE: Ms. Christianson, Assistant Director of the ADRC, informed board members that the ADRC's annual Quality Review is due on November 15th. The state has required us to rewrite many of our policies to meet the requirements of their format. Therefore, our Policy Committee has been very busy working on these; and, they will be presented at the December meeting for the board to review. Ms. Christianson also reminded board members to complete the Environmental Surveys if they have not already done so.

APPROVAL OF AMENDMENT TO THE 403(B) THRIFT PLAN TO MEET FEDERAL

REQUIREMENTS: Ms. Archambault stated that it is a Federal requirement that the ADRC amend our 403(b) Thrift Plan to comply with the Emergency Economic Stabilization Act of 2008, the Heroes

Earnings Assistance and Relief Act of 2008, and the Worker, Retiree and Employer Recovery Act of 2008. She referred board members to the amendment included in the board packet and asked for Board approval.

Sup. Clancy moved and Ms. Miller seconded to approve the amendment. **MOTION CARRIED.**

DIRECTOR'S REPORT: No Report.

GWARR UPDATE: Ms. Archambault distributed the minutes from the August 20, 2010 Board of Director's Meeting of the Greater Wisconsin Agency on Aging Resources to ADRC Board Members for their perusal.

ANNOUNCEMENTS: The following announcements were made:

- Ms. Finder-Stone noted that only the names of the Board of Director's Officers appear in the Add LIFE News. She would like to see this listing include all of the Board of Directors. This was agreed upon by consensus.
- Ms. Archambault announced that Rolf Hansen, the Planning Director of Family Care will be at the December Board Meeting to give us an update on the Northeast Wisconsin Family Care District.
- Mr. Diedrick encouraged everyone to vote on Tuesday and to pass that message on to family and friends.
- Ms. Archambault added that in an effort to promote public participation at our board meetings, "Comments from the Public" will be added to future agendas.
- Ms. Finder-Stone commended Ms. Archambault on the wonderful staff she has at the ADRC. She stated she is always impressed with the presentations that are made to the board.

NEXT MEETING DATE – OCTOBER 22, 2010: Ms. Archambault reminded board members that there will not be a board meeting in November due to the Thanksgiving Holiday. A combined November, December Meeting will be held on December 9, 2010 at 8:30 a.m. in the Aging & Disability Resource Center Dining Room. She added that this will also be a Christmas celebration and there will be food and refreshments.

ADJOURN: Sup. Clancy moved to adjourn and Mr. Daniels seconded. **MOTION CARRIED.** The meeting adjourned at 10:07 a.m.

Respectfully submitted,


Arlene Westphal, Secretary